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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

25X1

NPIC NOTICE
NO. 10-700-1

SECURITY
29 November 1963

CHRISTMAS DECORATIONS

1. Attention is called to GSA regulation 2-VIII-202.01 dated 24 October 1963, and to Agency Regulation [redacted] dated 8 December 1961 which stipulates the type and use of decorative materials in government buildings.

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2. The use of decorative materials in [redacted] is subject to inspection and approval by the Logistics Branch, Administrative Staff. Requests for approval shall be directed to the Services Section, extension [redacted]. The Logistics Branch will require removal of decorations it considers dangerous.

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3. Decorations used in [redacted] must conform to the requirements set forth below:

a. Manufactured Decorations

Manufactured decorations, such as crepe paper, drapes, curtains, cotton, cardboard, flock and similar material shall be flameproof.

b. Natural Christmas Trees

(1) In [redacted] areas provided with automatic sprinkler protection, a reasonable number of trees may be placed regardless of tree size. In areas of [redacted] not provided with automatic sprinkler protection, the trees should be held to a minimum and restricted to three feet in height.

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(2) Trees shall be placed away from radiators and other heating equipment, away from curtains and other combustible material, away from water pipes and other exposed electrical grounds, and in locations that will not interfere with ingress or egress facilities. Trees shall not be located near open stairs.

(3) Freshly cut trees should be obtained insofar as possible. The freshness of the tree should be maintained by sawing it off at an angle at least one inch above the original cut and keeping the tree standing in water during the entire time it is kept in the building. This will aid in reducing its flammability.

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(4) Trees shall be removed from the building as promptly as possible, and in no case shall a tree remain for more than ten days after installation.

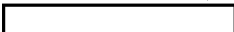
c. Holly, Cornstalks, and Similar Material

Holly, cornstalks, and similar material should be used only in limited quantities.

d. Electric Lights

All installations shall be made under the supervision of a competent electrician and shall meet accepted wiring methods and material standards. All equipment, including tree lighting sets, shall be checked for defects and repaired or replaced if necessary. Tree lighting sets shall not be used on metal trees, whether grounded or not, or on other trees treated with conductive coatings because of the electrical shock hazard.

e. Candles

Lighted chandles shall not be used for decorative purposes in any area of 



Executive Director

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